

Aaron Guckian  
Chairman

Janine Burke-Wells  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**

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**BOARD MEETING MINUTES**

**Thursday, November 19, 2015, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members present:</b>	<b>Guests:</b>
Aaron Guckian, Chairman	Charles Gore, P.E., Brown & Caldwell
Gary Jarvis, Secretary	Charles Lombardi, Brown & Caldwell
Steve Sylven, P.E.	Joseph Boccadoro, P.E., AECOM
Peter Ginaitt	Todd Ravenelle, P.E., GRA, Inc.
Gary P. Marino	Paul Roberts, Homeowner Safety Valve Co.
	John Cicero, 491 Spring Green Road
<b>Staff present:</b>	
Janine Burke-Wells, Executive Director	John Revens, Revens, Revens & St. Pierre
Scott Goodinson, Acting Superintendent	Lynn F. Owens, Administrative Coordinator
William Miranda, Admin. Technical Assistant	

- 1. Call to Order** At 5:31 p.m. Chairman Guckian called this meeting to order.
- 2. Pledge of Allegiance** Those in attendance rose to salute the flag and to state the Pledge of Allegiance.

**3. Approval of Minutes**

- a.** Approval of minutes from the regular meeting held October 22, 2015.

ACTION: Tabled from November 5, 2015 meeting.

Mr. Sylven moved approval of the minutes as submitted. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis unavailable for vote. Motion approved.

- b.** Approval of minutes from the regular meeting held November 5, 2015.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and

Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis unavailable for vote. Motion approved.

#### **4. Billing Services Division**

##### **a. Sewer Assessment Abatement**

<b>Name</b>	<b>Service Address</b>	<b>Reason</b>	<b>Amount</b>
John Cicero	491 Spring Green Rd Plat 306 Lot 0435	Reduce assessment from acreage formula to frontage (246 feet) in consideration of CRMC conservation easement in place.	\$21,881.87

ACTION: Mr. Cicero present. Director Burke-Wells explained that Mr. Cicero entered into a conservation easement with CRMC which restricts usage of a portion of his property (wetlands area). She stated this allows WSA to reduce the assessment from the acreage formula to frontage. Mr. Cicero stated the other structure shown on the plat map is owned by the abutting neighbor.

Mr. Marino moved approval of the abatement. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis unavailable for vote. Motion approved.

#### **5. AWT-Phosphorus Project**

##### **a. Engineer's Progress Report: AECOM**

DISCUSSION: Mr. Boccadoro presented the following monthly report, which included pictures of recent activity at the facility:

*This Progress Report summarizes activity between October 17, 2015 and November 13, 2015 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.*

##### **Construction Progress**

- *Overall, the project is approximately 73% complete;*
- *Continued to provide construction administration services such as reviewing and processing RFIs, shop drawings, change order proposals and contractor applications for payment; and field observation and specialty staff site visits for Building Code compliance;*
- *Held seventeenth progress meeting on November 5<sup>th</sup> with Hart and WSA;*
- *Phosphorus Building, Levee and Other Work:*

- *Phosphorus Building: tank tightness testing and repair continues; continued to install mechanical equipment and piping; exterior masonry is complete; roofing work continues; painting, electrical and plumbing work inside the building continues;*
- *Utility Building: most of the concrete work for the sump pit and equipment pad has been placed;*
- *Levee Work: completed loam and seed work, and directional drill of the 12-inch drain;*
- *Completed work: Influent screen, BNR mixers, center clarifiers and thickened sludge pump station.*

#### ***Four Week Look Ahead-Phosphorus Building and Other Work***

- *Continue interior work: equipment and piping installation, electrical, HVAC and plumbing; complete tank tightness testing and repairs; install bypass pumping system, junction chamber and piping. Complete roofing and start fire suppression work;*
- *Utility Building: install reinforcing bars and pour concrete for new sludge equipment;*
- *Next progress meeting scheduled for December 3<sup>rd</sup>.*

#### ***Four Week Look Ahead-Levee***

- *Install seepage cutoffs and place concrete at the drain inlet and outlet structures.*

Mr. Boccadoro stated that while the excavation for the junction chamber was going on, an abandoned empty pipe was uncovered (48-inch diameter, 50 to 60 feet long). He stated it was AECOM's recommendation that the pipe be filled up with a concrete (flowable fill) material for safety reasons. Director Burke-Wells stated the pipe was not detailed on the plant as-builts. She said she had authorized the filling of the pipe that morning, and AECOM will prepare change order paperwork for formal Board approval in December.

Mr. Sylven asked what percentage of the project is complete. Mr. Boccadoro stated he estimates that the project is about 76% complete in terms of work effort and budget. Mr. Sylven asked about tracking the change orders in spreadsheet format, and asked that the percentage of change in contract price be listed in the spreadsheet, for the Director's use.

- b. Change Order No. 13: Phosphorus analyzers**  
Hart Engineering Corporation: \$58,240.18

ACTION: Director Burke-Wells reviewed her recommendation memo with the Board. She said WSA operations staff initiated this change order after having researched and observed the value of using these devices for process control. Specifically, using the data on actual phosphorus

concentrations in the wastewater to regulate chemical usage results in much more efficient use of chemicals. At the time the contract documents were prepared, the phosphorus removal process manufacturer recommended chemical dosing based on other parameters such as flow rate and turbidity (an indication of the concentration of solids in the wastewater).

This change order includes the installation of one phosphorus analyzer with two sampling ports to be located upstream and downstream of the phosphorus removal building. The data will be integrated into the Supervisory Control and Data Acquisition (SCADA) system, the computer program that helps WSA run the treatment process.

Mr. Boccadoro and Director Burke-Wells explained the value of adding this equipment to minimize chemical usage and better control the process. Director Burke-Wells stated this equipment will help WSA in meeting its permit limits which you can't really put a price on. Board members discussed the funding source and intent of funding, life expectancy and warranty of equipment, and timeline for return on investment. Director Burke-Wells stated the new equipment will be added to the WSA asset management database. Chairman Guckian directed staff to report back to the Board on the savings realized as a result of the installation of this equipment.

ACTION: Mr. Sylven moved approval of this agenda item as a value-added change order. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**c. Change Order No. 18: Clarifier electrical work**  
Hart Engineering Corporation: \$9,771.27

ACTION: Director Burke-Wells reviewed her recommendation memo for this change order which covers the time and materials required to address unexpected electrical issues encountered while installing new scum removal equipment (basically skimmers) for the secondary clarifier tanks. The work included removing and replacing some electrical conduit not shown on the plans as well as corroded electrical wires and junction boxes that were discovered in the process.

Mr. Boccadoro addressed Board members questions about this change order. He confirmed that AECOM has verified that Hart's time and materials listed are accurate. Mr. Sylven noted that there were no indications on the drawing that the electrical conduits had to be protected, or replaced, when the walkway was removed. He commented that lack of that notation was somewhat of an omission. He stated notwithstanding that, AECOM found that the condition of the wiring was

such that it had to be replaced, therefore, it is value added. He questioned why it was not noted on the drawing.

Mr. Boccadoro stated at the time of the drawings it wasn't clear in discussions with the manufacturer that the walkway had to be removed.

Mr. Ginaitt moved approval of the change order. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

## 6. Levee Project

### a. Engineer's Progress Report: PARE Corporation

DISCUSSION: PARE Corporation provided a written report. No representatives present.

*Warwick Wastewater Treatment Plant Levee Project Warwick, Rhode Island  
Pare Project No. 15069.00 **Project Progress Update No. 6** Submitted November 17, 2015*

*The following activities have occurred since the last report:*

- ☐ Pare received final approval from RIDOT for the PAPA modification*
- ☐ Pare provided the bid package for Phase I (Southern Levee Repair) to Hart for pricing. Pare reviewed the pricing and negotiated revised pricing based upon current market pricing. Pare provided a recommendation of acceptance to WSA.*
- ☐ Pare provided the bid package for Phase II (Northeast Levee Extension) to Hart for pricing. Pare reviewed the pricing and negotiated revised pricing based upon current market pricing. Pare provided a recommendation of acceptance to WSA.*
- ☐ Pare provided the bid package for Phase III (Western Levee Improvement) to Hart for pricing. Pare is currently responding to RFIs and will review the pricing once received from Hart*
- ☐ Pare has completed our contracted services under the original contract. Pare prepared a contract addendum for construction phase services, which has been approved by the WSA, Thank you.*

#### CONSTRUCTION PHASE

*The following activities have occurred since the last report:*

- ☐ Pare has been coordinating with WSA and Hart relative to the impending work at Phase I. To date Pare has not received any submittals from Hart*

#### Two- Week Look Ahead

- ☐ Review material submittals for Phase I from Hart*
- ☐ Start of construction along Phase I expected December 7th.*
- ☐ Review Hart's bid for Phase III.*

No discussion.

## 7. Operations Division

- a. Kilvert Street pumping station: replacement pump and related parts  
Diversified Pump Co.: \$10,572.00

ACTION: Acting Superintendent Goodinson stated WSA inherited this pump station from a private developer. He stated the pump is out of service at this time and needs to be replaced.

Mr. Ginaitt moved approval of the purchase. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Recondition and install breaker for WWTF disinfection building  
Watermark Electric: \$6,724.00

ACTION: Acting Superintendent Goodinson stated WSA had lost the switchgear breaker during a storm a few months ago. He stated the vendor is able to recondition the unit and provide a two-year warranty. He stated a new breaker would cost about \$17,000 and purchase of a reconditioned breaker would cost about \$9,400. Board members asked about exercising the equipment. Acting Superintendent Goodinson stated WSA goes to emergency generator power often to make sure all equipment is working properly.

Superintendent Goodinson stated he plans to order a new unit next fiscal year and keep one of the older units on the shelf for backup.

Mr. Marino moved approval of the purchase as submitted. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

## 8. Collection System Division

- a. Influent Sewer Rehabilitation Project, Contract 93:  
Brown & Caldwell progress report

DISCUSSION: Messrs. Gore and Lombardi of Brown & Caldwell present. Mr. Gore reviewed the monthly progress report which included photos:

*Wastewater Treatment Facility Influent Sewer Rehabilitation Progress Report - November 19, 2015*  
*Completed Items*

☐ *Inland Waters cleaned and TV inspected sewer.*

☐ *Contractor pulled Mandrel through sewer beneath I-95 and from SMH 3 to 3A.*

☐ *Contractor did not pull Mandrel through segment immediately upstream of Headworks building.*

☐ *HOBAS pipe installed within existing pipe.*

☐ *On the day the HOBAS pipe was installed in the segment upstream of the Headworks, debris caused the Lakeside Rotary Screen to alarm and become inoperable. Several hours were needed to clear the debris.*

☐ *Bulkheads were constructed over a 2 day period.*

☐ *Pre-Grout TV performed and no issues identified.*

☐ *Grouting was completed in 1 day.*

☐ *Bulkhead on upstream side of I-95 leaked grout into the sewer resulting in a spike in pH up to 10.8.*

☐ *Operators diverted influent flows to the Northern BNR tanks for later blending back into plant flow.*

☐ *Post-Grout TV performed and no issues identified.*

☐ *Saw cut manholes were restored back in place with epoxy anchors.*

☐ *HOBAS pipe within access pits were backfilled with concrete.*

☐ *Access pits were removed and area backfilled.*

☐ *Top of manhole at Veissmann Property was restored back in place and area was backfilled. Veissmann's irrigation system had been shut down so area will be sodded in Spring 2016.*

#### *Upcoming Items*

☐ *Pre-Grout and Post-Grout TV Inspection DVDs and reports to be provided.*

☐ *Test results for concrete and grout to be provided.*

☐ *Surface restoration work in Spring 2016.*

Director Burke-Wells stated there is a short list of items to complete in the spring. She stated she signed off on the project's substantial completion today.

## **9. Construction Division**

- a. Governor Francis Phase III Contract 85B Sewer Project**  
Gordon Archibald, Inc. progress report

DISCUSSION: Todd Ravenelle, P.E., of GRA, Inc. reported on discussions with the property owner and some progress on the subdivision process to acquire a parcel for the construction of the pumping station. He stated the gas main has been relocated throughout the area already.

- b. O'Donnell Hill Contract 69A Sewer Project**  
Garofalo & Associates progress report

DISCUSSION: Garofalo & Associates provided a written report. No representatives present. Plans and applications have been submitted to RIDEM and RIDOT.

- c. Bayside Contract 86A-2 Tidewater Interceptor Design Phase**  
Gordon Archibald, Inc. design progress report

DISCUSSION: Director Burke-Wells stated workers found a burial today during Public Archaeology Laboratory's (PAL) in-depth archaeological investigation along Tidewater Drive. Mr. Ginaitt was present for the

discovery, and commented that the finding validates all the archaeological efforts made in the area. Director Burke-Wells stated the project workgroup is not discouraged but WSA needs to figure out how to (construct the sewer line) under or around the features.

Mr. Ravenelle outlined PAL's work in the area; eighty-two (82) features were identified during the initial archaeological assessment (no features were removed). He stated the design team decided, in consultation with the Narragansett Indian Tribe, the State's Historic Preservation and Heritage Commission and USEPA, that twenty-eight (28) features would be further investigated. He stated today the burial was identified. Mr. Ravenelle stated the process of further review of all twenty-eight features will continue. He stated this second phase of investigation was not included in the original scope of work, so an amendment to the contract is needed (Item d).

- d. Bayside Contract 86A-2 Tidewater Interceptor Design Phase Amendment, Engineering – Preliminary Design and Final Design  
Gordon Archibald, Inc.: ~~\$95,025.87~~ \$37,227.62

ACTION: This change order includes PAL's more detailed investigation and final design of the project following completion of PAL's work. Mr. Ravenelle and Director Burke-Wells suggested holding off on authorization for final design because of the continuing archaeological investigation. Mr. Ravenelle reported the plan to meet with the Tribe in early December as their input will impact final design.

Director Burke-Wells stated WSA is asking that the Board approve \$37,227.62 in expenses for the in-depth archaeological analysis, and hold off on approving final design work for another meeting. Mr. Ravenelle broke out the charges as itemized in the recommendation packet.

Mr. Ginaitt moved approval of the contract amendment at **\$37,227.62** for the in-depth archaeological investigation. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

## 10. Administrative Items

- a. Vote to approve the 2016 WSA Board meeting calendar

ACTION: Mr. Ginaitt moved approval of the 2016 Board meeting calendar. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Paul Roberts, Homeowner Safety Valve Co., to present a report on the sewer line protection plan and revenue share.



DISCUSSION: Mr. Roberts provided the Board members with up-to-date information on the sewer line protection plan program. Claim data was submitted and reviewed.

- c. Purchase of computer equipment for Board members' use during meetings

DISCUSSION: Board members discussed the option of purchasing tablets or laptops for Board members to use at meetings, to reduce the amount of paper used for agenda packets.

Director Burke-Wells will discuss the purchase of tablets with the City's MIS Division. Funding for the equipment and peripherals is available in this year's capital budget.

- d. Director's Report
  - i. Financial Report
  - ii. Administrative Schedule

Director Burke-Wells provided the Board with a monthly budget report. She reported she would be interviewing candidates for the superintendent's position the next day. She stated Mathew Solitro has taken a job with the Department of Public Works as field construction supervisor. She stated that she and the superintendant have a short-term plan (utilizing on-call engineering services) to get WSA through the hiring process.

Mr. Ginaitt stated we need to strive to get someone of the same caliber, who understands the dynamic of the system and can respond to emergency events. Mr. Jarvis stated the Board took great pains to change the way engineering services are provided to WSA; the caliber of the person selected for the job is very important.

Director Burke-Wells stated she sees the value of having an in-house manager to oversee the division and its consulting engineers.

- e. Chairman's Report: no report.

## **11. Consent Agenda – Correspondence**

- a. NEWEA 2015 WEF: Laboratory Analyst Excellence Award: BettyAnne Rogers (10-6-15)
- b. NEWEA 2015 Operator Award –Rhode Island: Patrick Doyle (10-6-15)
- c. WSA to CRMC: Mandatory Sewer Connection Program Report for quarter ending September 30, 2015 (10-30-15)
- d. WSA to City Council: October 2015 Financial Report (11-2-15)

- e. WSA to RIEMA: FEMA-1894-DR-RI WSA Levee Improvements: change in scope of work (11-5-15)
- f. WSA Contract No. 93 R. Zoppo Corporation Change Order No. 1: no cost time extension (11-9-15)
- g. WSA Contract No. 93 Brown and Caldwell Amendment No. 3: no cost changes for resident project representative (11-12-15)

ACTION: Mr. Sylven made note of WSA employees Rogers and Doyle's receipt of NEWEA awards; well deserved.

Mr. Jarvis moved to accept the items on the consent agenda. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

## **12. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Mr. Jarvis asked for an update on the sewer assessment billing system and the recent bill distribution. Director Burke-Wells stated sewer assessment bills generated under the new billing system were mailed earlier in the month. She stated there were some errors on accounts that had previously been adjusted. She stated the number of customers impacted was not huge; account adjustments/corrections will be made.

## **13. Old Business**

- a. Modifications to Septage Hauling Regulations
- b. Sewer Assessment Deferment Policy (6-27-13)
- c. Project management for sewer construction (7-24-14)
- d. East Natick I Pumping Station: Flood hardening project (5-28-15)

ACTION: No discussion or action.

## **14. PUBLIC COMMENT PERIOD** No members of the public in attendance to comment.

## **15. Adjournment**

Mr. Marino moved to adjourn the meeting. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 6:50 p.m. this meeting ended.

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Gary C. Jarvis, WSA Secretary

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Date of Approval

Minutes are recorded pursuant to the Rhode Island General Laws § 42-46-7 for the purpose of capturing all general information relevant to the meeting. For a more comprehensive assessment of minutes, audio files shall be archived with the Warwick Sewer Authority and available upon request.